

# SumTotal Absence Management



## Complete Workforce Management, Advanced Absence Management

SumTotal's Absence Management solution is a dynamic, integrated solution that can be a key part of our end-to-end workforce management system. SumTotal Absence Management capabilities are fully integrated with our Scheduling and Time and Attendance systems to provide a complete end-to-end solution. Requests for time-off can be submitted and routed for approval in advance and automatically accounted for when work is being scheduled. Absence Management takes the next step and provides for the management, analysis and reporting of absenteeism according to organizational policies. The system will track deviations from planned attendance, including such activities as late arrivals, early departures or not working on a scheduled day. The system can then manage such actions as verbal and written warnings, last chance agreements and suspensions or terminations. Disciplinary thresholds can be established with email notifications being sent to the employee's manager when a point threshold has been reached. With the insight into schedules and absence patterns that SumTotal Absence Management can provide, your business can take a proactive approach to minimize absenteeism and meet business goals.

Benefits of SumTotal Absence Management include:

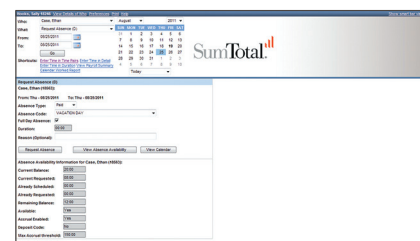
- Allow managers to be more efficient and effective through managing by exception
- Track, manage and analyze absenteeism according to your organizational policies
- Ensure complete compliance with government and safety regulations
- Reduce your operational costs and increase workforce productivity

### Key Features

Key features of SumTotal Absence Management include:

- **Automation:** automate disciplinary actions including verbal or written warnings, last chance agreements, suspensions or terminations

### COMPLETE & AFFORDABLE



SumTotal's Absence Management capabilities are fully integrated with our Scheduling and Time and Attendance systems to provide a complete end-to-end solution. Requests for time-off can be submitted and routed for approval in advance and automatically accounted for when work is being scheduled.

- **Configurable Calculations:** configure calculations for point value systems, hours allowances and other measurements
- **Configurable Policies:** configure absence and occurrence policies, including flexible time periods
- **Flexible:** flexible assignment of threshold limits and actions upon threshold attainment. Flexible notations associated with each absence, allowing additional commentary for each situation as it occurs.
- **Analysis:** Analytical reporting identifying patterns of behavior, cost impacts, etc.
- **Accessibility:** On-line access to best substitute employee(s) to fill a position in the case of an unexpected absence

### Cross-Functional Benefits

SumTotal provides an end-to-end, complete strategic Human Capital Management solution integrating workforce management, talent management, learning management, HR management and payroll and benefits management.

- **Workforce Management:** Integrated across the SumTotal strategic HCM solution SumTotal Workforce Management provides powerful tools to effectively manage labor rules, ensure compliance, and control labor costs and expenses
- **Talent Management:** Integrated within the SumTotal's strategic HCM solution, Talent Management provides a single view of your organizations a unified view of your organizations talent processes across all parts of strategic HCM
- **Learning Management:** Integrated into the learning management solution, SumTotal can provide visibility into skills, certifications, and learning activities across talent and workforce management, as well as other parts of the strategic HCM process
- **HR Management (HRMS):** Integrated within the SumTotal's strategic HCM solution, SumTotal's HR Management solution provides a single source of truth for all HCM processes
- **Payroll & Benefits:** As an integrated service into the SumTotal's strategic HCM solution, Payroll and Benefits Management provide efficient, flexible and easy-to-use service at the foundation of your HCM solution

**About SumTotal** // SumTotal Systems, Inc. is the global leader of strategic Human Capital Management (HCM) solutions that provide organizations with a new level of visibility to help make more informed business decisions and accelerate growth. Recognized by industry analysts as the most complete solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), Amway (KUL:AMWAY), Seagate (NYSE: STX), Dell (NASDAQ:DELL), and Google (NASDAQ:GOOG).

For more information, or to request a demo, please call +1 (866) 768-6825 (US / Canada), +1 (352) 264-2800 (international) or visit [www.sumtotalsystems.com](http://www.sumtotalsystems.com)

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